

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 13/09B**

***This announcement is for a trainee level. The position is also advertised at a full performance level.
Please see the ANNOUNCEMENT NUMBER HCMALL 13/09A for reference.***

OPEN TO: All interested candidates

POSITION: **American Center Assistant, FSN-7**

OPENING DATE: May 23, 2013

CLOSING DATE: June 06, 2013

WORK HOURS: Full-time, 40 hours/week

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

ANNUAL SALARY: Ordinarily Resident: **US\$8,300.00 (Starting salary)**
(Position Grade: FSN-7)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment in Vietnam for a full-time American Center Assistant position in its Public Affairs Section (PAS).

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Under the general supervision of the Assistant Public Affairs Officer and direct supervision of the American Center (AC) Director, incumbent will manage and develop the U.S. Consulate English Website and social media pages; manage local computer networks in the AC for the public use; provide information technology and technical support to AC, PAS and American Corners in southern Vietnam; facilitate visual and technical support for events, including taking and editing photos and video; coordinate with other AC members and when necessary, with host institutions to set up, develop, and support AC's and PAS's programs and events. The incumbent will also perform outreach duties for Vietnam's key audiences and U.S. Consulate officers; carry out research and analytical duties to respond to inquiries or information about the U.S.; conduct a variety of classes for the public on Internet and IT trends for learning and research purposes and be responsible for mastering and maintaining up-to-date information on AC program activity data.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in one of the following fields: Social Sciences, International Relations, Economics, Politics, Language, Journalism, Accounting, Computer Science, Engineering, Mathematics or other related fields is required.
2. Must have at least one year of progressively responsible experience in the field of information technology or related field.
3. Must have knowledge of Vietnamese politics, economic, legal, social, cultural, information technology and educational structures and processes as well as demonstrated knowledge of designing and maintaining website and social media platforms.
4. Must continuously exercise problem solving skills by evaluating and adding content to Consulate Website as well as exercise judgment in applying IT to provide better service for AC customers. Abilities to independently plan, organize, and carry out assigned responsibilities and work effectively with American and foreign national staffs are required.
5. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested).
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Please see [post eligibility & qualification requirements](#) on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may send a current résumé or curriculum vitae that provides all the information on the DS-174 (please refer to [Appendix B](#) for further details) in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at the U.S. Consulate in Ho Chi Minh City, 04 Le Duan Street, District 1 between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 7A Mac Dinh Chi Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/ 4274
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: JUNE 06, 2013.

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.